

**United States Bankruptcy Court
Eastern District of Oklahoma**

**ELECTRONIC CASE FILING SYSTEM REGISTRATION
FOR FULL ECF PARTICIPANTS AND TRAINING WAIVER FORM OR
LIMITED USE CLAIM PASSWORD**

If you have completed the training required to access the ECF system for the United States Bankruptcy Court in another district or you wish limited use access to the ECF system you may complete this form to receive a login and password without completing a four hour class. Full participants will need to complete an online exercise and review the Administrative Procedures for CM/ECF as well as motion and order practice, as they may differ from procedures in the court where you received your training.

Access Requested: ☐ Full Participant **Skip directly to Section 2.**

☐ Limited Use Participant **Complete Sections 1 and 2.**



Section 1. IF YOU WISH TO BE A LIMITED USE PARTICIPANT:

☐ Attorney

I affirm that I am admitted to practice in the United States Courts for the _____
District of _____(State), That I desire to file pleadings in the Eastern District of
Oklahoma and I have made Application to appear Pro Hac Vice and presented the appropriate fee
to the U.S. District Court for the Eastern District of Oklahoma.

☐ Creditor (non-attorney)

I affirm that I am authorized to prepare and file Proof of Claims on behalf of _____
_____ and/or am authorized to execute and submit Reaffirmation
Agreements on behalf of _____.

Section 2. ALL APPLICANTS MUST COMPLETE THE FOLLOWING:

First/Middle/Last Name:_____

Last Four digits of Social Security Number: _____

Attorney Bar# and State:_____

Firm Name:_____

Firm Address:_____

Voice Phone Number:_____

Fax Phone Number:_____

Internet E-Mail Address:_____

By submitting this registration form, the undersigned agrees to abide by the following rules:

The System is for use only in cases and proceedings in the United States Bankruptcy Court for the Eastern District of Oklahoma. The System may be used to file and view electronic documents, docket sheets, notices and other information.

Each attorney desiring to file pleadings or other paper electronically must complete and sign a Registration Form. If an attorney, an attorney's password combined with the user's identification login serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the login and password after it is issued by the Court. If there is any reason to suspect the login and password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the Court. The Clerk of Court will immediately delete the password from the System and issue a new password.

Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy

FORM A

Procedure 9011.

The Registered Attorney is responsible for any applicable fees required in conjunction with filings made using the assigned account and shall pay those fees on line using the credit card payment module of the System. Failure to do so may result in temporary loss of access to the System

This registration constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgement. Service as required by Bankruptcy Rule 9014 shall not be perfected by electronic notice.

A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Record ("PACER") Service Center. Although electronic filing is accomplished through the System, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the password issued by the Court. To register for PACER, a user must follow direction for registration available on the PACER web site (www.pacer.psc.uscourts.gov).

By this registration, the undersigned, has read and agrees to abide by all of the rules and regulations in the Order Regarding Procedural Rules for Electronic Case Filing and Administrative Procedures for CM/ECF currently in effect and any changes or additions that may be made to such administrative procedures in the future.

I currently meet and will continue to meet all hardware and software requirements promulgated by the court for system use. I understand that the current minimum requirement for filing documents are: a personal computer such as windows 95, 98, 2000, NT, Millennium or Macintosh. A PDF - Compatible word processor software. High-Speed Internet access, if available. Internet Explorer, Netscape Navigator, Adobe Acrobat PDF "Writer" or Software to convert documents to PDF. Scanning equipment may be necessary to create electronic images not in the word processing system.

I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password and all documents bearing the signature of any signer on whose behalf I file a document using my password for a period of one year after the case is closed.

I understand that I must submit to the clerk's office a completed Declaration regarding Electronic Filing of Petition and Schedules form for every new case filed.

I understand that it is my responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.

FORM A

Please return to: **U.S. Bankruptcy Court
Eastern District Oklahoma
CM/ECF
POB 1347
Okmulgee OK 74447**

Applicant Signature

Date